

5 FAM 1440 POST LIBRARIES

(TL:IM-26; 07-31-1998)

5 FAM 1441 GENERAL

5 FAM 1441.1 Purpose And Objective

(TL:IM-15; 1-31-95)

If feasible, each post maintains a library collection to provide the staff with publications and information to do the following:

- (1) perform diplomatic and consular duties;
- (2) discharge political, economic, social, and cultural reporting functions; and
- (3) provide authoritative information about the United States to officials and citizens of the host country.

5 FAM 1441.2 Guidance And Support From The Department

(TL:IM-26; 07-31-1998)

The Library of the Department (*A/RPS/IPS/LIBR*) provides policy guidance and technical advice on any problem pertaining to the organization and maintenance of post libraries. The Library answers questions from the field on library methods and techniques and supplies reference information on specific subjects.

5 FAM 1441.3 Acquisition Assistance From The Department Library

(TL:IM-15; 1-31-95)

Posts have procurement authority for library materials (see 5 FAM 1442). However, the Department Library advises and assists posts in procuring publications not readily available through direct procurement channels. This is a service the Department Library provides for post libraries at the post's request

5 FAM 1442 POST ACQUISITION OF PUBLICATIONS

(TL:IM-15; 1-31-95)

To procure publications posts shall order publications directly from any source. Sources can include: local vendors; other posts; and for American publications, commercial dealers and publishers in the United States.

5 FAM 1443 MAINTENANCE AND ADMINISTRATION

5 FAM 1443.1 Administrative Responsibility

(TL:IM-15; 1-31-95)

Administrative responsibility for the library collection and its records and operations shall be concentrated in the hands of one officer. That officer's responsibility includes the acquisition of publications, the maintenance of central catalog records, and the disposition of publications no longer required.

5 FAM 1443.2 Bibliographic Control

(TL:IM-15; 1-31-95)

Publications acquired by the post for official use, in all physical formats, shall be recorded to maintain bibliographic control. This control consists of establishing a records system that describes each publication and indicates where each publication is located. The system also specifies the principal subject or subjects of each publication.

5 FAM 1444 DISPOSAL OF OBSOLETE PUBLICATIONS

(TL:IM-26; 07-31-1998)

Posts shall remove publications from the collection that are no longer useful and clear their central catalog of the records. Posts shall report any withdrawn publications printed in the host country to the Department Library (A/RPS/IPS/LIBR) if they seem of reference value. But posts shall not send publications to the Department Library, unless it requests them. Posts shall donate to local libraries and institutions any other publications withdrawn from the collection or dispose of them as expendable surplus property, in accordance with 6 FAM.

5 FAM 1445 CONTENTS OF COLLECTION

(TL:IM-15; 1-31-95)

The contents and size of the library collection depend on the scope and complexity of the responsibilities of the post and its location. The collection contains a working selection of currently useful reference and other books, periodicals, and government publications. These include basic works on the country in which the post is located.

5 FAM 1446 GENERAL MAINTENANCE AND ADMINISTRATION

(TL:IM-15; 1-31-95)

Normally, a post should centralize control of the library facilities. However, the needs and available space of the post determine whether the library collection is maintained as a unit or decentralized to several locations. Generally, reference works such as encyclopedias, dictionaries, yearbooks, directories, and books of general interest should be in a central collection immediately available to the staff. More specialized reference works, however, may be maintained at their point of primary use. Physical decentralization of the library collection is permissible if centralized control and records are maintained over acquisition, cataloging, use, and disposition of the publications.

5 FAM 1446.1 General Catalog

(TL:IM-15; 1-31-95)

A central card catalog for publications is recommended because it is the most convenient control record, even if the library collection is located in different areas. A control card must contain the following information: author, title, place of publication, publisher, date, copy number if there is more than one copy, and, when there are several volumes, the number of volumes. Indicate also the office symbol or room number in which the publication is located. If arranged by subject, classify the publications and prepare additional cards under each assigned subject heading.

5 FAM 1446.2 Loan Record

(TL:IM-15; 1-31-95)

A charge-out or loan record is made for each publication removed from its assigned location.

5 FAM 1446.3 Technical Aids

(TL:IM-15; 1-31-95)

For information on the organization and the preparation of required control records for small library collections consult Donald J. Sager's *Small Libraries: Organization and Operation* from Highsmith Press. This publication is useful for smaller posts. For more information consult *Akers' Simple Library Cataloging* from Scarecrow Press. Posts having sizable collections should use the information in this book.

5 FAM 1447 THROUGH 1449 UNASSIGNED